

Code: 8256
Operation and Construction Service
Street, Water, Sewer and Disposal Group
Street Maintenance and Construction Series

CLASS TITLE: **Superintendent of Pavement Repairs**

CHARACTERISTICS OF THE CLASS: Under direction, the class oversees the construction and repair of city streets; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates and supervises city-wide construction, maintenance and repair of streets, alleys, sidewalks, curbs and gutters; prioritizes and schedules construction and maintenance projects throughout the city; coordinates pavement repair work with other city departments; reviews crew assignments and makes changes in response to emergencies or to improve program effectiveness and efficiency; oversees the assignment of work crews, vehicles, equipment and materials to construction and maintenance projects; monitors pavement cutting and replacement activities performed by utilities to ensure adherence to departmental standards and specifications; visits work sites to inspect construction and maintenance work and to ensure compliance with division standards and schedules; reviews and approves daily activity and progress reports to remain abreast of the status of projects; meets with aldermen and community groups to discuss the cost and feasibility of pavement repair requests; assigns staff to investigate complaints of hazardous pavement conditions and approves necessary repairs; initiates and assigns pavement surveys to identify present conditions and determine future project locations; establishes and implements work standards and procedures; prepares project cost estimates and expenditure summaries for use in the division's annual budget; oversees the acquisition of vehicles, equipment and materials for pavement repair and construction projects; oversees the development and implementation of worker safety and training programs; evaluates the performance of subordinate personnel and recommends disciplinary action when appropriate; prepares activity reports summarizing pavement construction and maintenance activities.

MINIMUM QUALIFICATIONS:

Training and Experience. Six years of progressively responsible experience in pavement construction, maintenance and repair, supplemented by two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of asphalt and concrete construction and repair operations. Considerable knowledge

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of job costing. Good knowledge of the City's geography. Good

knowledge of supervisory and management theory and practices.

Ability to supervise a large street construction and repair operation.

Ability to establish operational policies and work procedures.

Ability to coordinate work with other departments. Ability to prepare moderately complex reports.

Considerable skill in coordinating asphalt and concrete construction projects. Good oral and written communication skills. Basic math skills. Good project costing skills. Good supervisory skills.

Physical Requirements. Ability to access asphalt and concrete construction sites.

Working Conditions. General office environment. Occasional exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment including personal computers. Two-way radio equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003
City of Chicago
Department of Personnel